



## **Staff Report**

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### **RESOLUTION AUTHORIZING NEW CLASSIFICATION AND SALARY RANGE FOR ASSISTANT PLANNER POSITION**

Honorable Mayor and Council Members:

#### **Summary**

Staff recommends the City Council adopt the attached resolution authorizing the new classification and salary range for Assistant Planner.

#### **Background**

In the informational report presented to the City Council on August 14, 2007, staff proposed the Assistant Planner classification as a means to create a flexibly staffed position of Zoning Permit Technician/Assistant Planner in the Community Development Department.

#### **Discussion**

Over the past seven years, the Community Development Department has experienced four vacancies at the Zoning Permit Technician level. Typically after two years of service in this position, candidates are ready to move on to the next level (i.e. Assistant Planner). There is no current Assistant Planner classification that staff has been able to utilize for this position. Since the City does not currently have this next “progression step” in the Planner series, the above vacancies have occurred. The Assistant Planner position is meant to close the gap in the “Planners” series of classifications.

The typical hierarchy moving upward in the Planners series is as follows: 1) Zoning Permit Technician or Junior Planner – entry level, 2) Assistant Planner, 3) Associate Planner, 4) Senior Planner, 5) Principal Planner. Our Community Development Department currently has active job descriptions recognizing positions number 1 and 3 through 5.

Adding this job description/classification (see Attachment) would eliminate this inconsistency, allow for appropriate career advancement from the Zoning Permit Technician position to the next logical classification, and encourage retention of planning staff. There are no additional FTE’s sought with this action at this time; the position could be flexibly staffed at either the Permit Technician or Assistant Planner level.

Should this reclassification be approved, the current Zoning Permit Technician would be immediately considered for advancement to the Assistant Planner classification.

Listed below is the proposed Assistant Planner salary range:

**Assistant Planner**

<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>
5,023	5,274	5,538	5,815	6,105	6,411

Staff has met and conferred in good faith with MMCEA and AFSCME on the proposed classification and salary range. Both bargaining groups support the new Assistant Planner classification.

**General Plan/Vision Statement**

The proposal is consistent with General Plan/Vision Statement objectives.

**Fiscal Impact**

The estimated cost of the flexible staffing/reclassification is approximately \$4,000 this fiscal year.

**Public Contact**

Posting of City Council Agenda. A copy of this report was provided to representatives of the Mid-Management Confidential Employees Association (MMCEA) and American Federation of State, County and Municipal Employees (AFSCME).

**Recommendation**

Staff recommends that the City Council adopt the attached resolution authorizing the creation of a new classification and salary range for the Assistant Planner position effective immediately.

**Alternatives**

1. Do not approve new classification and salary range.
2. Provide staff with alternative direction.
3. Take no action at this time.

**Attachments**

- A. Resolution Authorizing New Classification and Salary Range for Assistant Planner Position
- B. Assistant Planner Compensation Survey
- C. Assistant Planner Job Description

Respectfully submitted,

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Laura Frisbie  
Human Resources Technician

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Greg Sam  
Human Resources Director

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Jack R. Crist  
City Manager

**Staff Contact:**

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RESOLUTION NO. \_\_\_\_\_

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT  
AUTHORIZING NEW CLASSIFICATION AND SALARY RANGE FOR ASSISTANT  
PLANNER POSITION**

**WHEREAS**, on August 14, 2007, the City Manager presented an informational report to the Council regarding potential new staff position requests, reclassifications and departmental reorganizations; and

**WHEREAS**, in the report, staff proposed flexibly staffing the existing Zoning Permit Technician classification with a new Assistant Planner classification; and

**WHEREAS**, the Human Resources Department has studied the proposed new classification of Assistant Planner and recommends creating the new classification to implement a complete series of Planner classifications, encourage retention of staff and promote career advancement; and

**WHEREAS**, a salary survey was conducted of the MMCEA survey group to develop a proposed salary range for the new position, and it is recommended that the salary range be as follows:

<u><b>Step A</b></u>	<u><b>Step B</b></u>	<u><b>Step C</b></u>	<u><b>Step D</b></u>	<u><b>Step E</b></u>	<u><b>Step F</b></u>
\$5,023	\$5,274	\$5,538	\$5,815	\$6,105	\$6,411

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Belmont does hereby authorize the new classification and salary range for a new Assistant Planner position in the Community Development Department.

\* \* \* \* \*

I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of Belmont at a regular meeting thereof held on September 11, 2007, by the following vote:

AYES, COUNCILMEMBERS: \_\_\_\_\_

NOES, COUNCILMEMBERS: \_\_\_\_\_

ABSTAIN, COUNCILMEMBERS: \_\_\_\_\_

ABSENT, COUNCILMEMBERS: \_\_\_\_\_

\_\_\_\_\_  
CLERK of the City of Belmont

APPROVED:

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MAYOR of the City of Belmont